



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of State Schools and Services Special Services Unit 12 Mitchell St., Atlanta, GA 30334	Application Number <b>77-134-A</b>	
Application Number		Date Received OCT 16 1978	Date Completed NOV 13 1978
2. Person to Contact Evelyn Rowe		Working Title Coordinator	Telephone Number 656-2537
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>77-134</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1964 Latest To Date		5. Records Series Title (followed by title used in office; if different)  CIVIL RIGHTS COMPLIANCE ADVISORY FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Special Services Unit provides technical assistance and information to local school systems concerning laws, regulations and compliance procedures which govern federally funded programs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: advising and assisting local school systems under federal court order on matters pertaining to compliance with the Civil Rights Act of 1964.  Included are: desegregation court orders, plans of voluntary compliance, various State Department of Education forms to assist local school systems in reporting on compliance to the federal government, Office for Civil Rights Forms OS/CR 101 and 102: School System Summary Report and Individual School Campus Report, and correspondence between local school officials and state and federal government.  File is arranged: chronologically by year; thereunder alphabetically by school system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? Major portions of this record series exist in each school system as official copies. If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? POSSIBLY
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial duplication in each school system office.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	10 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reference requirements over the past several years have shown a need for these records of up to 10 years to assist local school systems in federal court order compliance.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Sm L. O. Leung</i>	10/6/78	Walker L. Baumgardner	9-29-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-8-78
		Secretary of State/Designee	Nov. 6, 1978
		Attorney General/Designee	11-8-78



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 12, 1977	1. Agency Address Department of Education Office of Administrative Services Administrative Leadership Unit	Application Number 77-134	
Application Number		Date Received MAY 18 1977	Date Completed JUN - 9 1977
2. Person to Contact Wilson Harry		Working Title Technical Assistance Coordinator	
		Telephone Number 656-2446	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1964		5. Records Series Title (followed by title used in office, if different) CIVIL RIGHTS COMPLIANCE ADVISORY FILES	
Latest To date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Administrative Leadership Unit provides personnel to serve as liaison with local school systems, administers Cooperative Education Service Agencies at the state level and provides assistance to local school systems on matters pertaining to federal regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: advising local school systems under federal court order on matters pertaining to compliance with the Civil Rights Act of 1964.  Included are: desegregation court orders, plans of voluntary compliance, various State Department of Education forms to assist local school systems in reporting on compliance to the federal government, Office for Civil Rights Forms OS/CR 101 and 102: School System Summary Report and Individual School Campus Report, and correspondence between local school systems and state and federal government.  File is arranged: chronologically by year, and thereunder alphabetically by school system.			
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? Major portions of this record series exist. If not, where is it? in each school system as official copies.
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Possibly
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? partial duplication in each school system office.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	5	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed for 5 years to assist local school systems in federal court order compliance.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5/13/77	Walker L. Baumgardner	5/13/77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	6-8-77
		Secretary of State/Designee	6-6-77
		Attorney General/Designee	6-9-77